



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
# 82 Military Cut-Off, Baguio City  
Tel. No.: 446-1488 Fax: (074) 442-7819



APR 27 2018

RELEASED

**DIVISION MEMORANDUM**

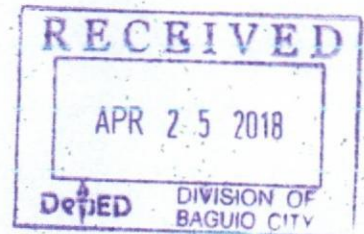
No. 161, S. 2018

**TO** : Public School District Supervisors  
: School Principals/Heads

**SUBJECT** : INVENTORY OF SEMI-EXPENDABLE ITEMS

1. This is in connection to the Memorandum from Asset Management Division, Metro Manila, dated April 25, 2018, requesting to submit your inventory reports to our office - Supply Section not later than June 10, 2018 using the suggested format.
2. Attached is the sample format.
3. Immediate and widest dissemination of this memorandum is enjoined.

**FEDERICO P. MARTIN, Ed.D, C.Ed.D., CESO V**  
Schools Division Superintendent



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 ASSET MANAGEMENT DIVISION

PSDS  
 To: All school Heads  
 Former PFSED  
 Coordinator-  
 LRMDS  
 For: Information and  
 assistance to  
 the supply  
 office.  
 Thanks: ~~to~~

**MEMORANDUM -**  
 25 April 2018

For: **ALL DIVISION SUPPLY OFFICERS**  
 SUBJECT: **INVENTORY OF SEMI-EXPENDABLE ITEMS**

This is in connection to the various inventory items recorded/booked up in Central Office Book of Accounts, like Textbooks/Learning Materials, School Furniture and Science and Math Equipment which were delivered, used and disposed in various recipient schools.

The amount of balances recorded in the Central Office - Book of Accounts as of October 31, 2017 are as follows:

a. Textbook and Learning Materials	P 3,694,945,605.40
b. School Furniture	465,832,083.60
c. Science and Math Equipment	2,628,159,211.60

With this, we would like to request your good office to submit your inventory reports as of December 31, 2017 on the three (3) accounts on or before June 30, 2018 using the suggested format (on excel file) to Mr. Albert C. Alano, Supervising Administrative of this office as indicated in the attached annexes:

- 1. Annex 1 : Textbooks and Learning Materials
- 2. Annex 2 : School Furniture
- 3. Annex 3 : Mathematics and Science Equipment

Your usual cooperation on this urgent matter will be highly appreciated.

*M. L. Ablay*  
**MARITESS L. ABLAY**  
 Chief, Asset Management Division

**1. Textbooks and Learning Materials:**

Calendar Year	Supplier	Title of Learning Materials	QTY	Name of District Office

**2. School Furniture**

Calendar Year	Supplier	Type of School Furniture	QTY	Name of School

**3. Mathematics and Science and Equipment**

Calendar Year	Supplier	Package No.	QTY	Name of School